

NEWS & UPDATES

The Department of Navy (DON) currently has seven separate, decentralized recruitment databases and resume intake centers. Additionally, each of our seven regional Human Resources Service Centers advertises announcements for those occupations they service. Applicants informed us that this is confusing and cumbersome.

In an ongoing effort to improve our service to our customers, DON will be consolidating our recruitment databases and resume intake centers beginning spring 2005. Further, in response to our applicants and to simplify the process, we will close our current open continuous announcements and will open new consolidated, DON-wide open continuous announcements for those jobs we fill regularly.

This will result in an improved process that will allow you to:

- Submit one resume to DON to apply to frequently filled positions within the United States. A separate job vacancy announcement will continue to be posted for overseas positions as well as for specialized and unique vacancies throughout DON.
- Obtain information regarding the status of your resume and the positions you have applied to with fewer clicks of the mouse in our Civilian Hiring and Recruitment Tool (CHART).
- Keep your resume active in our system for a period of six months.
- Provide additional information regarding the specific pay plans and grades you are willing to accept for multi-graded positions to which you apply.
- Contact a DON centralized resume intake and information center to get answers to questions regarding your resume and the online application process.

WHAT DOES THIS MEAN TO YOU AS AN APPLICANT?

- Current announcements will close one day and the new consolidated announcements will open the next day. The exact date for this transition has not yet been established.
- Because we are posting all new announcements and will be using a new database, you will be required to submit your resume to the new system to receive consideration under the new announcements.
- Once the new announcements are posted, you will have a 30-day window of opportunity to apply to the new announcements before selections are made using the new system. During this time, you will continue to be considered for positions that are filled from our current system for announcements to which you have applied.

WHAT SHOULD YOU DO AS AN APPLICANT?

- Frequently check our CHART website for additional information regarding the effective date of the change. The website address is: <https://chart.donhr.navy.mil>.
- Once the changes are implemented, log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. We are adding new choices to some of our menus.
- After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply to. Submit your updated resume.

DON Civilian Hiring and Recruitment Tool (CHART) Initiatives – April 2005

- Once you have submitted your updated resume to one announcement, you do not need to resubmit your resume to apply to most other announcements. Instead, you can use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in -DE or -NR.
- Read the Quick Tips and FAQs that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.

Thank you for your interest in the Department of the Navy!